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DEC 14 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Issuance of Notices Concerning Promotion Policy

25X1A

1. On 3 December 1954 the Administration Career Board, during a discussion of Agency promotion policies, agreed that a number of components apparently are recommending employees for promotion as soon as time-in-grade requirements are met. In the opinion of the Board, a number of these recommendations are made automatically and are not based upon the employee's qualifications or demonstrated ability to perform work of the higher grade. The Board therefore submitted the following recommendation to me:

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"The Board recommended that [redacted] subject and that the primary purpose is the need to base promotions on demonstrated ability to perform at the next higher grade level, and to avoid the practice of automatically submitting promotion recommendations when employees complete the necessary time-in-grade. It was further recommended that the notice stress the role of Fitness Reports and other evaluations in promotion programs."

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I have concurred in the Board's recommendation.

2. In my opinion, it is quite possible that the same misunderstanding of promotion policies may exist in some headquarters components. The issuance of an Agency Notice on this subject would correct these misunderstandings and would result in more uniformity in promotion practices throughout the Agency.

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3. It is requested that you prepare an appropriate Agency Notice to clarify the Agency's promotion policy as indicated above.

SIGNED

L. K. WHITE
Deputy Director
(Administration)

SA-DD/A:DST:d1c (10 Dec 54)

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Subject 1 - DST

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